



HEALTH AND HUMAN SERVICES (HHS) GRANT

Hospital Preparedness Program

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New Grant Management System

Webinar Instructions

To begin a web conference

1. Click the link below to join the New Grant Management System webinar:
<http://esf8.glance.net?key=1194>
2. For audio, dial into the webinar using the following information:

Access Number: 1-888-640-7748
Participant Code: 263885 (#)
5. Please wait for chairperson to begin the conference.

Webinar Date and Time

Tuesday, January 7, 2014 –begins at 2:00 p.m.



The New Grant Management System

How to Complete Phase 1 of the Grant Process



User Guide Version 2
January 4, 2014

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Introduction

This lesson walks the average hospital or EMS user through Phase 1 of the new Hospital Preparedness Program (HPP) grant year and process. This first phase consists of submitting the Participation Agreement (PA) and other required documents to the LHA Grant staff so that funds can be spent against that PA.

Once this Phase 1 has been completed, we will introduce Phase 2 and provide additional training. We're eating this elephant one bite at a time!

Accessing GMS 2



BEFORE GETTING STARTED

The new GMS 2 is now included as part of the single sign-on section of the ESF 8 Portal. As with other ESF 8 applications, you will need the the Microsoft Silverlight™ plug-in for Internet Explorer or any other browser your facility uses. If needed, installation of the plug-in is a quick and painless process that only has to occur once. Because this is a common plug-in used by many web sites, you may already have it installed. If you are a current user of the ESF 8 Resource Management application, you already have the software you need.

If you or your facility's IT staff need assistance with this process, please email esf8help@la.gov, and we will assist you in getting the access you need.

ACCESSING GMS 2

The new Grant Management System (GMS 2) has been updated with a new look and feel for you to easily manage your facility's HPP grant. To access GMS 2, you will need to log on to the ESF 8 Portal. There are several places to start, one of which is the LHA site at www.lhaonline.org. A quick link to the Portal is at the bottom of the LHA homepage. Please click on the box labeled "ESF-8 Portal". Once the link is clicked, you will be brought to the login page of the ESF-8 Portal. If you do not have a username and password, you will need to contact the Facility Point of Contact at your facility or the LERN Communications Center at 866-320-8293.

We recommend that you use the LHA site as the starting point as that link will always be current. In order to have access as the grant manager, you must have access to GMS 2.

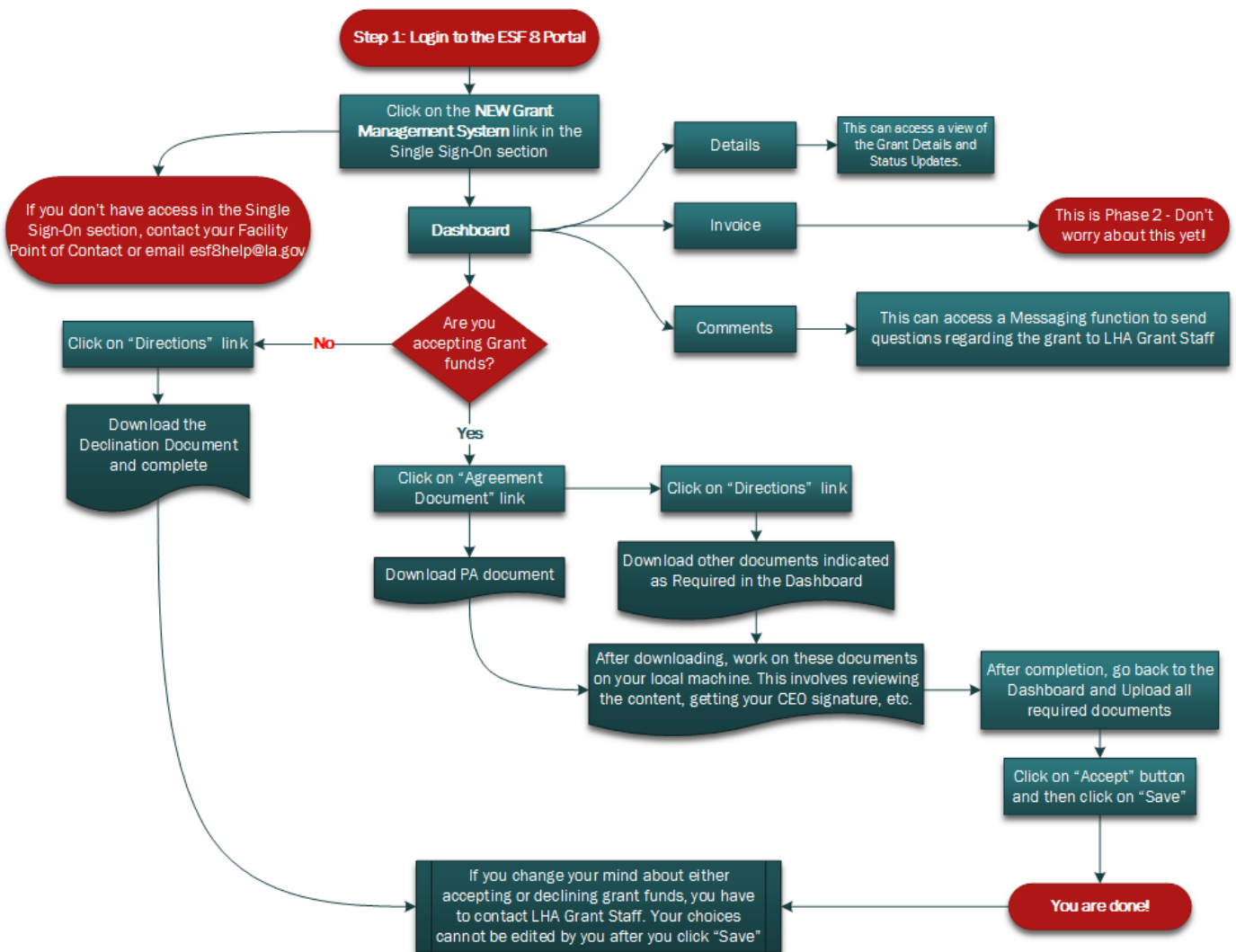
The ESF 8 Portal Home Page



For purposes of this user guide, we will not review the login procedure or what to do if you need a user account, forgot your password, etc. This information can be found in the ESF 8 Document Portal under the New User Training section. The link to that section is [here](#). You do not have to be logged in to access this material. In the New User section, download the "MasterGuide-2013-v1.pdf." This document contains all of the instructions you need if you need an account or encounter other errors. Also, contact your facility's Facility Point of Contact as they have access to the Security Management application and can configure a new user account.

This graphic shows the home page after a successful login. Depending on your role at your facility, you may have other applications listed in the "Single Sign-On Family" section. For this guide, we will use an account that has access to GMS 2 only.

The Overall Phase 1 Process



To access GMS 2, simply click on the link indicated ("NEW Grant Management"). This will open the dashboard view for your facility.

The Facility Dashboard



When you first log-in the system, you will see the dashboard on the home page. The dashboard shows the current grant information i.e. the status, reimbursable limit, obligation amount, and a link to the Participation Agreement documents. To view a prior year's grant, you can use the search field or the year drop down menu. For this guide, we are only using one grant as an example. If you want to view information about your grant, you can either double click on the highlighted line or select the **"Grant Detail"** button, to view the grant details (screen shot below) for the current grant.

Step 1: The Participation Agreement



To participate in the grant program, you must submit a signed Participation Agreement. Here are the LHA requirements to follow for this year:

1. Use the new system as outlined in this User Guide. That means downloading your Agreement, obtaining the signatures required and uploading the document into the system.
2. Mail a physical copy of the signature page of the Participation Agreement to LHA via postal mail.

To download a copy of your facility's Participation Agreement, click on **"Agreement Document"** on the Dashboard screen. If your facility is eligible to receive grant funds, the status is labeled **"New Allocation"**. If you click on the "Agreement Document", you will be able to review and print a copy of your Participation Agreement Document for signature. As in the past, you must not only submit a signed copy of your Participation Agreement but other supporting documents i.e. the budget proposal. However, right now, let's focus on the Participation Agreement.

Downloading the Document

Home Report

Dash Board Agreement - Traditional Initial Allocation 2013-2014

Click to download other documents

Click to download PA

Save Cancel

Supporting Documents

Facility: Baton Rouge General Bluebonnet

Note: Please upload required document types

Directions | Agreement Document

Document Type	Required	Document
Signed PA Signature Page	No	...
CEO Signature Page	No	...
HHS Grant Summary Worksheet	No	...
EPC Form	Yes	...
Declination Form	No	...

This section shows the other documents required.

Required

Approvals

Facility Grant Manager - Acceptance

Organization: Baton Rouge General Bluebonnet

Name: Henry EPC

Accepted On: 1/3/14

Do you accept above terms and conditions? ☐ Accepted ☐ Declined

When you click the "Agreement Document" link, another tab will open with the specifics of the grant you are managing. The left side of the screen shows all document types needed and whether or not any are required. The right side of the screen shows the "Agreement Document" link. To download your customized PA, click on this link.

Saving the PA Document to Your Computer

Welcome! Log

Opening Region 2 PA.doc

You have chosen to open:

Region 2 PA.doc

which is: Binary File (850 KB)

from: <https://esf8qa.dhh.la.gov>

Would you like to save this file?

Cancel Save File

Supporting Documents

Facility: Baton Rouge General Bluebonnet

Note: Please upload required document types

Directions | Agreement Document

Document Type	Required	Document
Signed PA Signature Page	No	...
CEO Signature Page	No	...
HHS Grant Summary Worksheet	No	...
EPC Form	Yes	...
Declination Form	No	...

When you click on the "Agreement Document" link, you will be prompted to save the file to your hard drive. On some machines, this will default to your Downloads folder.

Identify and Download other Required Supporting Documents

Supporting Documents

Facility: Baton Rouge

Note: Please upload required documents

Directions | Agreement Document

Document Type	Required	Document
Signed PA Signature Page	No	...
CEO Signature Page	No	...
HHS Grant Summary Worksheet	No	...
EPC Form	Yes	...
Declination Form	No	...

Delete

You will have to also provide other Supporting Documents, You can identify other Required Documents by looking in the "Required" field. Required documents will have "Yes" in the required column. In this example, we also need to furnish the EPC form. The EPC form can be located by clicking on the "Directions" link in the Supporting Documents section. The link will open another tab showing the documents in the Document Portal you need.

Getting other Documents Needed

DOCUMENTS

Documents

ESF8 Documents


- St. Bernard Parish Hospital
- Region 4 Public Documents
- GMS-Documents
- PA Documents

PA Documents Documents

- 12-13 HHS Grant Summary Worksheet.xls
- 12-13 PA Cover letter TESTING.doc
- Attachment F - Budget Proposal - blank.xls
- Attachment G - EPC Form.doc
- Attachment I - Declination Form.doc

After you click on the "Directions" link, the application will open to the Document Portal where you can select any documents to download. Click on the link for the document needed. In our example, we want to click on the "Attachment G - EPC Form.doc." You may have the option to Save or Open the document.

Open the Document and Review

 **Health and Human Services (HHS) Hospital Preparedness Grant
2013-2014 (Round 11) Participation Agreement**
Region 2 Hospitals

**Any costs submitted by your facility over the Total Obligation Amount may be used to satisfy Louisiana's HHS match requirement for the Administrative Designated Regional Coordinator (ADRC) positions and/or regional projects. Therefore, any match/overage your facility submits cannot be used for any other federal grant or procurement contract or any other federal or state reimbursement.*

*TOTAL OBLIGATION AMOUNT:	\$23,221.06
Reimbursable Limit:	\$23,197.86
Match Amount (0.10%):	\$23.20
Hospital Name:	Baton Rouge General Bluebonnet
Hospital CEO:	
Hospital Type:	T-1
Designated Regional Coordinator (DRC):	Norris Yarbrough, nvarbrough@ochsner.org , 504-842-3772
Designated Regional Coordinator (DRC):	Denice Eshleman, Denice.Eshleman@Touro.com , 504-897-8175
Coordinator (ADRC):	Cynthia Davidson, region1drc@yahoo.com , 504-837-1171

In order to participate in the grant program, this Participation Agreement and Budget Proposal must be signed and returned, along with the enclosed Emergency Preparedness Contact (EPC) Form to the Louisiana Hospital Association, Research & Education Foundation by **DATE 2012**. The signed Participation Agreement, signed Budget Proposal, and EPC Form may be faxed to: (225) 927-1230.

Once you have downloaded all the required documents to your local computer, you can open them up to review and edit as needed. The PA document downloaded will be customized with your information using your Region's particular template. This example shows a sample page one with your grant information merged into the PA. Note that this is not real data - it is test data only.

Print the Signature Page

SIGNATURE PAGE

DIRECTIONS: Please sign and return this page only! This signature page must be completed and uploaded into the electronic Grant Management System (GMS) on or before DATE. If you fail to upload this page and the supporting documents mentioned below into the GMS by DATE, your facility will forfeit the grant funds.

AGREEMENT STATEMENT AND RECEIPT DEADLINES: VERY IMPORTANT!

By signing below, your hospital agrees to spend the HHS grant funds as mentioned in their **2012-2013 HHS Participation Agreement** and as listed on your budget proposal. **Approved Acceptable Documentation of Proof of Payment must be dated from July 1, 2012 to May 31, 2013.** Expenditures before or after this time period are **NOT** allowable purchases. In addition, your hospital agrees to submit the following to the Louisiana Hospital Association Research and Education by one of the documentation dates below but no later than **May 31, 2013**:

NOTE: Some titles on this page may change in the final version of the User Guide.

DOCUMENTATION DEADLINES

March 30, 2013	April 30, 2013	May 31, 2013
----------------	----------------	--------------

- HHS Grant Summary Worksheet – signed by the CFO;
- Acceptable Documentation of Proof of Payment – dated from **July 1, 2012 to May 31, 2013**; and
- HHS Grant Survey - submitted online using the survey module in the ESF 8 Portal.



Organization:	
Chief Executive Officer:	
Phone/Fax/Email:	
Signature:	
Date:	

Please fax this form along with the items listed below to (225) 927-1230 or mail to HHS Grant Program; LHA Research & Foundation; 9521 Brookline Avenue; Baton Rouge, LA; 70809 by **DATE 2012.**

1. Signed 2012-2013 Participation Agreement;
2. Signed Budget Proposal;
3. Emergency Preparedness Contact (EPC) Form; and
4. Letter to support changes in administration w/effective dates OR letter providing signature authorization (if someone other than the CEO signs Participation Agreement), if applicable.

*****LHA must receive all 3 items (including item 4, if applicable) before the 2012-2013 Participation Agreement will be approved.*****

Thank you for your participation in the HHS program!

If the document is correct, navigate to the last page, print it out and obtain your facility's signatures.

Follow this same procedure for any other Required Documents (edit, fill in requested information, get signatures, etc.)

Once you have completed this step, you can now upload the final documents to the system. In most cases, you will have to re-scan copies with the signature pages.

Print the Signature Page

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Organization:	
Chief Executive Officer:	
Phone/Fax/Email:	
Signature:	
Date:	

Please fax this form along with the items listed below to (225) 927-1230 or mail to HHS Grant Program; LHA Research & Foundation; 9521 Brookline Avenue; Baton Rouge, LA; 70809 by **DATE 2012.**

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Thank you for your participation in the HHS program!

If the document is correct, navigate to the last page, print it out and obtain your facility's signatures.

Follow this same procedure for any other Required Documents (edit, fill in requested information, get signatures, etc.)

Once you have completed this step, you can now upload the final documents to the system. In most cases, you will have to re-scan copies with the signature pages.

Scan in the Complete Document and Upload to the GMS

The screenshot shows the 'Supporting Documents' section for 'Baton Rouge General Bluebonnet'. A table lists document types and their requirements. A red box highlights the 'Signed PA Signature Page' row, and another red box with an arrow points to the '...' button in the 'Document' column, with the text 'Click here to find your document'.

Document Type	Required	Document
Signed PA Signature Page	No	...
CEO Signature Page	No	...
HHS Grant Summary Worksheet	No	...
EPC Form	Yes	...
Declination Form	No	...

You are now ready to upload the documents into the system. Please note that to submit a document, you must first scan the document and save it to your computer or a USB drive. Under the appropriate "Document Type", select the "." button in the document column to browse your computer or USB drive to upload your document.

Once you have located the document, click "Open". Once the process completes, the name of the document will appear in the "Document" column as shown below.

After the Upload

The screenshot shows the 'Supporting Documents' section after an upload. The 'Document' column now displays 'Region 2 PA-SignaturePage.pdf' for the 'Signed PA Signature Page' type. A red box labeled 'Uploaded document' with an arrow points to this entry.

Document Type	Required	Document
Signed PA Signature Page	No	Region 2 PA-SignaturePage.pdf
CEO Signature Page	No	...
HHS Grant Summary Worksheet	No	...

After you locate and "Open" the document, it is uploaded to the GMS. If successful, the document title will appear in the document list as shown.

Follow these same steps to get your other Required Documents back into the system.

A Completed Document Upload

Save Cancel

Facility: Baton Rouge General Bluebonnet

Note: Please upload required document types

Directions | Agreement Document

Document Type	Required	Document		
Signed PA Signature Page	No	Region 2 PA-SignaturePage.pdf	...	Delete
CEO S			...	Delete
HHS C			...	Delete
EPC F		Attachment-EPCForm.pdf	...	Delete
Declination Form	No		...	Delete

All required documents are now in the system.

After you have completed all of your documentation and uploaded it back into the system, you should see the documents listed in the Dashboard view as shown. This image shows a completed submission for the example hospital. You are now ready to proceed to the last steps!

Last Step! Accepting the Agreement

Approvals

Facility Grant Manager - Acceptance

Organization: Baton Rouge General Bluebonnet

Name: Henry EPC Accepted On: 1/3/14 15

Click "Accepted" → Do you accept above terms and conditions? ☒ Accepted ☐ Declined

Administrative Purposes Only: Do not complete below sections.

Grant Staff - Verification

Organization: Updated On: <M/d/yy> 15

☐ Verified ☐ Need More Info ☐ Forfeited

Managing Agency - Final Approval

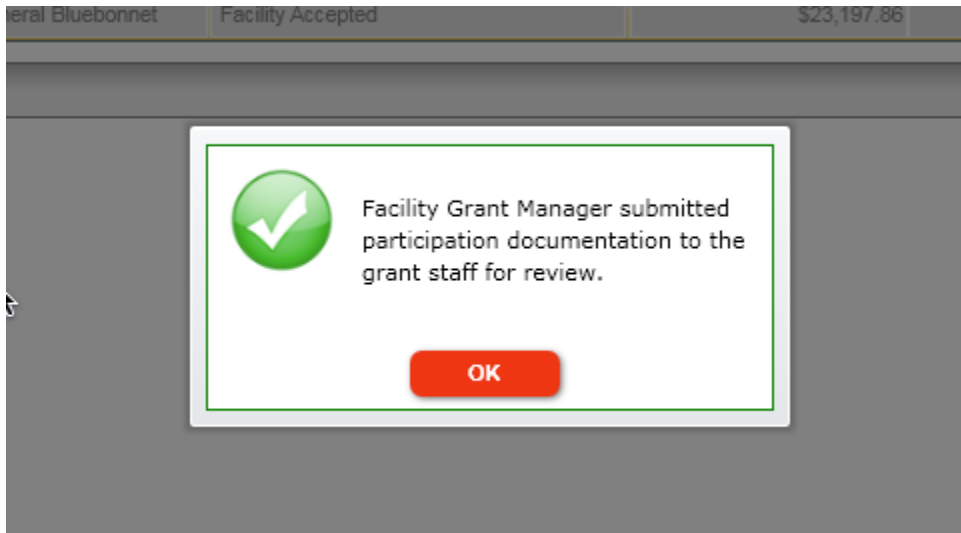
Organization: Approved On: <M/d/yy> 15

Do you accept above terms and conditions? ☐ Approved ☐ Declined

Click "Save" → Save Cancel

For Phase 1, you have to submit the signed Participation Agreement with a completed signature page and any other Required Documents. The last step is to formally "accept" the grant in the system. Scroll down to the "Approvals" section and click "Accepted".

Confirming Success!



After clicking "Save" - and if you have provided all the information needed - you will see this window indicating that you have successfully completed the Phase 1 process. The LHA Grant Staff can now complete their approvals and get you ready for Phase 2!

Declining Grant Funds

A screenshot of a web form titled "Facility Grant Manager - Acceptance". The form contains several fields: "Organization:" with the value "Baton Rouge General Bluebonnet", "Name:" with the value "Henry EPC", and "Declined On:" with the date "1/3/14" and a calendar icon. Below these fields are two radio buttons labeled "Accepted" and "Declined", with the "Declined" button selected. A red arrow points to the "Declined" radio button. Below the radio buttons is a red note: "Note: Please upload supporting declination document in the above section." Below the note is a "Comments:" section with a red-bordered box containing the text: "If you choose to decline, you are presented with instructions on how to proceed." A red arrow points from the "Declined" radio button to the "Comments:" section.

If your facility does not wish to participate and accept grant funds, you must complete and upload a Declination Form. The Declination Form can be found in the "Directions" link with the other supporting document templates. Once you select "Declined", your facility will no longer be able to access the funds.

Grant Detail Screen

The screenshot shows the 'Grant Detail' screen for the 'Initial Allocation Traditional 2013-2014 - Baton Rouge General Bluebonnet' grant. The interface includes a 'Close' button at the top. The main content is divided into three sections: 'Grant Information', 'Status Update', and 'Agreement'. The 'Grant Information' section displays financial details: Reimb Limit: \$23,197.86, Match Amt: \$23.20 (0.10 %), Total Obli Amt: \$23,221.06, Cash Amt Spent: \$0.00, InKind Amt Spent: \$0.00, Total Amt Spent: \$0.00, Declined Amt: -N/A-, and Total Obli Amt Remaining: \$23,221.06. The 'Status Update' section shows a 'Status' dropdown menu set to 'Facility Accepted' and a table with columns: Accepted By Facility, Pending Approval, Documentation Submitted, Documentation Approved, and Check Date. The 'Agreement' section displays dates: Agreement Start Date: 7/1/13, Agreement End Date: 2/10/14, Documentation Start Date: 7/1/13, and Documentation End Date: 4/30/14. A 'Close' button is located at the bottom.

Accepted By Facility	Pending Approval	Documentation Submitted	Documentation Approved	Check Date
1/3/14				

On the Dashboard, you have an option titled "Grant Detail". You can click this button to get a detailed look at your grant information:

1. The Grant Information section shows the financial details of your grant.
2. The Status Update section shows the progress of your grant in the approval process
3. The Agreement section shows the relevant dates for your grant.

You can click the "Close" button to return to the Dashboard view.

Comments

The screenshot shows the 'Dashboard' view of the application. At the top, there are links for 'Home' and 'Report'. Below the dashboard header, there is a search bar and a 'Year' dropdown menu. To the right of the search bar, there are three buttons: 'Grant Detail', 'Invoice', and 'Comments for EPC (GrantManager)'. A red arrow points to the 'Comments for EPC (GrantManager)' button. Below the buttons, there is a table with columns: Grant, Facility Name, Status, Reimb Limit, Obligation Amount, and Agreement Document. The table contains one row of data for the 'Initial Allocation Traditional 2013-2014' grant. At the bottom, there is a pagination bar showing 'Page 1 of 1'.

Grant	Facility Name	Status	Reimb Limit	Obligation Amount	Agreement Document
Initial Allocation Traditional 2013-2014	Baton Rouge General Bluebonnet	Facility Accepted	\$23,197.86	\$23,221.06	Agreement Document

There are other options in the application that you can access during the LHA approval process. For example, you can send a message to the Grant Staff if needed by clicking on the "Comments for EPC (Grant Manager)". This will allow you to message specific or all staff at LHA about any grant issues or questions you have. You can also access reports to get detail on your grant allocation.

Getting a Copy of Your Complete Grant Package at the end of Phase 1



Home Report

Participation Agreement Report

Participation Agreement

Documentation

Status

Grant Years: <input type="checkbox"/> --All-- <input type="checkbox"/> 2015-2016 <input type="checkbox"/> 2014-2015 <input checked="" type="checkbox"/> 2013-2014 <input type="checkbox"/> 2012-2013	Sub Grants: <input checked="" type="radio"/> Initial Allocation Traditional 2013-2014	
Facility Types: <input type="checkbox"/> --All-- <input checked="" type="checkbox"/> Hospital	Regions: <input type="checkbox"/> --All-- <input checked="" type="checkbox"/> Region 2	Facilities: <input checked="" type="radio"/> Baton Rouge General Bluebonnet, Region 2

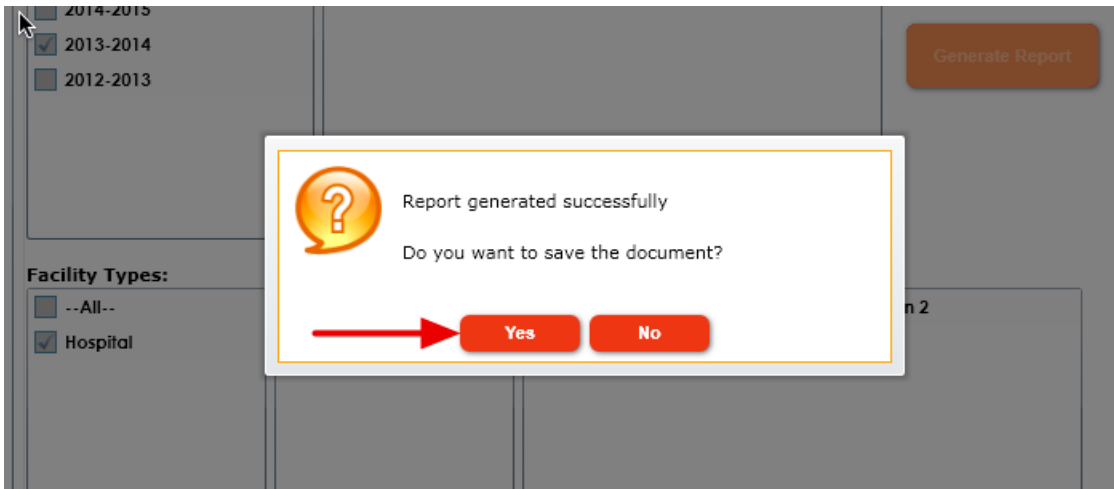
Generate Report

You can get a single document, containing all of the grant information and uploaded documents, combined into one custom document for your facility. This is obtained by going the "Report" section at the top left of the dashboard. This view will display three report options:

1. The Participation Agreement - this is the document you want for your Phase 1 file.
2. Documentation
3. Status

When you click on the "Participation Agreement" button, you can select between grant years and allocations. If you are associated with multiple facilities, you can choose among the facilities for the report. In our example, we are associated with only one - so we will check the appropriate boxes available. Once this is done, click "Generate Report".

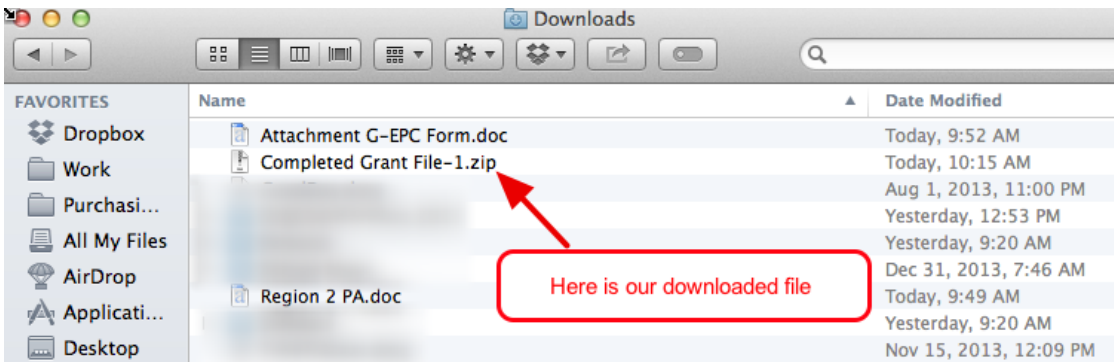
Saving Your File



When you click "Generate Report" the application will assemble the file, let you know if it was successful and ask you if you want to save it. Click "Yes" to save the document to your local machine.

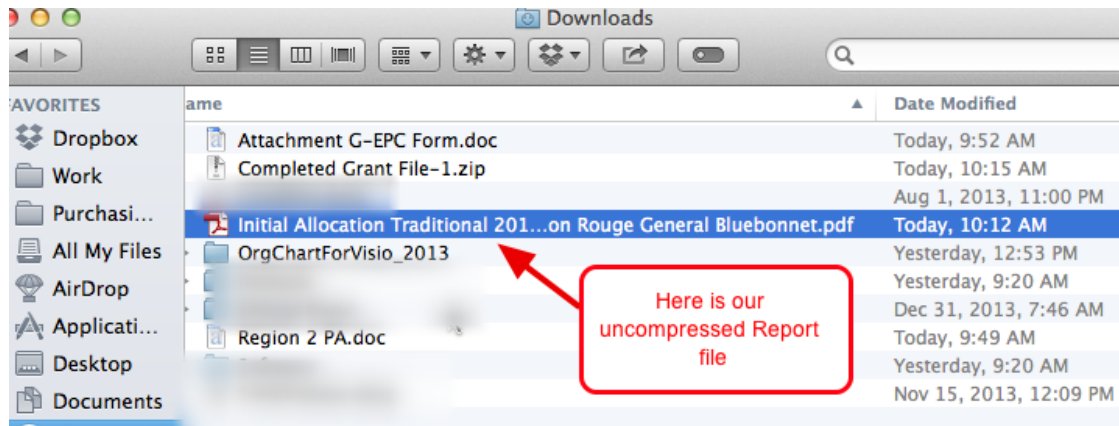
After clicking "Yes", you can select the name and location for the new document. When finished, the application will display a success message.

Locating the Downloaded File



The application packages your download in a compressed file format known as a "zip" file generally due to the large size.

Unpacking Your Report File



Once located, you generally only have to double-click on the file to open the contents. The PDF file will be a compilation of all the documents submitted in this Phase, including any comments.

Conclusion

This completes Phase 1 of the grant process! We will address Phase 2, the invoice documentation phase after Phase 1 is complete in February. So stay tuned for Phase 2 trainings in your area and other webinars to help you through this process.

Thanks for your patience!

january						2014
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN	
30 December	31	1	2	3	4/5	
6	7 WEBINAR – 2PM	8	9	10 GMS 2 in Production environment	11/12	
13	14 WEBINAR – 2PM	15 LIVE TRAINING – REG 2 MOHSEP	16	17 LIVE TRAINING – REG 1 West Jefferson MC	18/19	
20	21 WEBINAR – 2PM	22	23 DRC Meeting	24	25/26	
27 LIVE TRAINING – REG 5 Lake Charles	28 WEBINAR – 2PM Region 7 on site Training 10:30	29	30	31 WEBINAR – 10AM	1/2 February	
3	4	5	6	7	8/9	

february						2014
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN	
27 January	28	29	30	31	1/2 February	
3	4	5 WEBINAR – 10AM	6	7	8/9	
10 DUE DATE FOR PHASE 1	11	12	13	14	15/16	
17	18	19	20	21	22/23	
24	25	26	27	28	1/2 March	
3	4	5	6	7	8/9	

january						2014
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN	
30 December	31	1	2	3	4/5	
6	7 WEBINAR – 2PM	8	9	10 GMS 2 in Production environment	11/12	
13	14 WEBINAR – 2PM	15 LIVE TRAINING – REG 2 MOHSEP	16	17 LIVE TRAINING – REG 1 West Jefferson MC	18/19	
20	21 WEBINAR – 2PM	22	23 DRC Meeting	24	25/26	
27 LIVE TRAINING – REG 5 Lake Charles	28 WEBINAR – 2PM Region 7 on site Training 10:30	29	30	31 WEBINAR – 10AM	1/2 February	
3	4	5	6	7	8/9	

february						2014
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN	
27 January	28	29	30	31	1/2 February	
3	4	5 WEBINAR – 10AM	6	7	8/9	
10 DUE DATE FOR PHASE 1	11	12	13	14	15/16	
17	18	19	20	21	22/23	
24	25	26	27	28	1/2 March	
3	4	5	6	7	8/9	